

ATTACHMENT 2
SANITATION INSPECTION HANDBOOK
CHAPTER 4
SANITATION INSPECTIONS
3/28/97

USDA - FGIS

**SANITATION INSPECTION REPORT
(PROCESSED PRODUCTS)**

SANITARY INSPECTION OF (Name and Address of Plant)			INSPECTOR		
			DATE INSPECTED		
PLANT OWNED BY (Company or Individual)			INSPECTOR ACCOMPANIED BY (Name and Title)		
SANITARY DEFECTS	Assigned Defect Points	Insp'r's Defect Points	SANITARY DEFECTS	Assigned Defect Points	Insp'r's Defect Points
I. PREMISES A. Outside premises not well drained.	3		V. VENTILATION B. Evidence or presence of excessive condensate on walls, ceilings, equipment, or pipelines.	4	
B. Outside premises not free of weeds, clutter, unused equipment or other materials.	3		C. Areas where steam or hot air vapors are predominant and not effectively exhaust ventilated.	3	
C. Waste not properly stored or contained.	3		D. Cooling and air-conditioning units not equipped with filtering devices; filters not changed or cleaned when necessary.	3	
D. Outside premises not free of harborage or breeding places for insects, rodents, birds, or other animals.	4		E. Windows opening to the outside not screened with 14-mesh or finer screen (during presence of flies or other flying insects).	3	
E. Approaches to docks not clean or treated to minimize dust.	3		F. Exhaust fans not screened or equipped with self-closing louvers.	3	
II. RAW MATERIALS A. Raw materials used in the product not handled in a sanitary manner that would prevent adulteration of finished product.	Critical		VI. WATER SUPPLY A. Lack of satisfactory evidence that the water supply is potable.	Critical	
III. CONSTRUCTION OF BUILDING A. Plant construction does not exclude probable entrance of insects, rodents, birds, or other animals.	5		B. Presence of a cross-connection between water lines and sewage system (not allowed).	Critical	
B. Walls, partitions, ceilings, and exposed structural supports in poor repair.	3		VII. DISPOSAL OF WASTES A. Garbage, trash, and dry waste materials, inside or outside the building, not satisfactorily contained.	4	
C. Floors not smooth and readily cleanable.	3		B. Waste is not disposed of frequently enough to prevent unsightliness or undesirable odors.	4	
D. Floors that frequently get wet not constructed to prevent pooling or are not kept dry.	3		VIII. TOILET, HAND-WASHING, AND DRESSING ROOM FACILITIES A. Toilet facilities not provided for each sex.	3	
E. Exposed, unprotected overhead sewer lines present in product area.	Critical		B. Toilets and urinals not water-flushed.	3	
F. Wooden floors, where present, not coated with a suitable floor seal that effectively minimizes cracks and crevices.	5		C. Toilet room(s) not equipped with self-closing doors.	3	
G. Walls not sealed at juncture with floor.	3		D. Toilet rooms open directly into a processing or food storage room where food is exposed.	Critical	
H. Walls and ceilings not free of flaked paint, nor in good repair.	3		E. Cold and hot, warm, or tepid water not provided at wash basins.	3	
I. Windows not intact.	3		F. Hand cleaner and towels not provided at or near basin.	3	
J. Entrance ways to production rooms not equipped with self-closing doors nor provided with other effective means to prevent entrance of vermin.	3		G. Adequate hand-washing signs not provided.	3	
K. Screen doors, where present, not self-closing.	3		H. Adequate dry waste receptacles not provided.	3	
L. Utility rooms of areas, including boiler rooms and maintenance shop, not isolated enough or separated from production rooms.	4		I. Toilet facilities not working.	5	
IV. LIGHTING A. Production rooms not adequately lighted (20-foot candles).	3		J. Toilet and locker room not satisfactorily ventilated.	4	
B. Places where detailed inspection of the product or ingredients is required not adequately lighted (30-foot Candles)	4		K. Toilet and dressing rooms not kept in a clean orderly condition.	5	
C. Places where detailed inspection of the processes or operations is required not adequately lighted (30-foot candles).	3		IX. CONSTRUCTION AND REPAIR OF EQUIPMENT A. Equipment product contact surfaces not constructed of smooth, nontoxic, corrosion-resistant, odorless materials; wood, where used, not fine, close grained, high-density type.	5	
D. Storage areas not adequately lighted (20-foot candles).	3		B. Equipment product zone surfaces not free of cracks, crevices, pits, or other imperfections (such as knots, in wood).	5	
E. Toilets and dressing rooms not adequately lighted (20-foot candles).	3		C. Adequate space not allowed around equipment for cleaning and inspection purposes.	4	
F. Light bulbs, fixtures, skylights, or other glass suspended over food in any stage of preparation not of a safety type or otherwise protected where essential to prevent contamination of the product during production.	5		D. Equipment not designed to protect the product zone against contamination and extraneous materials.	5	
V. VENTILATION A. Plant not reasonably free of undesirable odors, hot air vapors or dust.	3		E. Equipment not free of parts or areas inaccessible for cleaning and sanitary inspections.	4	
			F. Electrical system not constructed or positioned to prevent insect harborage.	3	
			G. Equipment not kept in good repair.	2 for each item not in good repair	

ATTACHMENT 2
 SANITATION INSPECTION HANDBOOK
 CHAPTER 4
 SANITATION INSPECTIONS
 3/28/97

SANITARY DEFECTS	Assigned Defect Points	Insp'r's Defect Points	SANITARY DEFECTS	Assigned Defect Points	Insp'r's Defect Points
X. CLEANING			XIII. STORING AND STORAGE FACILITIES		
A. Equipment not cleaned at frequencies necessary to prevent contamination of the product.	Critical		A. Supplies and products not adequately protected from contamination or from becoming spoiled.	5	
B. A dust free method of cleaning not used wherever possible.	3		B. Storage areas not well ventilated and free from objectionable odors.	3	
XI. CONTROL OF INSECTS AND ANIMALS			C. Storage areas not clean and dry.	3	
A. Presence or evidence of any rodents in plant.	5		D. Materials not stored in an orderly manner in suitable, covered or closed containers.	3	
B. Presence of any birds or any other animals including domestic types in plant.	5		E. Supplies and product not protected against unfavorable temperatures and humidity.	3	
C. Presence of live insects in processing or product storage areas (two or more).	Critical		F. Adequate skids or pallets not used where needed.	3	
D. Presence of dead insects in processing equipment (two or more).	Critical		XIV. PERSONNEL		
E. Presence of live or dead insects in other plant areas (three or more).	5		A. Employees not wearing garments suitable for work being performed.	4	
F. Rodenticides, insecticides, and other control or eradication material including applicatory equipment not used in a safe acceptable manner.	Critical		B. Personnel in contact with unwrapped product or ingredients not using proper headwear, including protection from facial hair.	4	
G. Evidence that effective pest control not exercised where needed.	3		C. Fingernail polish, costume jewelry, and wrist watches worn by plant personnel working on production line.	3	
H. Type of insecticides and rodenticides not in compliance with Federal Food and Drug Administration regulations.	4		D. Gloves, if worn, not kept in a sanitary condition.	3	
I. Poisoned baits, if used, not adequately secured.	5		E. Storage of employees personal effects in production room.	3	
XII. COOLING AND REFRIGERATION FACILITIES			F. Employees not washing hands after contamination.	Critical	
A. Perishable supplies and products not adequately protected from contamination or from becoming spoiled.	5		G. Failure of employees to be hygienically clean; fingernails not kept clean and trimmed.	4	
B. Storage areas not free of visible mold and objectionable odors.	3		H. Employees affected with or a carrier of a communicable or infectious disease not excluded from product areas.	Critical	
C. Storage areas not reasonably clean.	3		I. Plant employees having an infectious wound, sore, or lesion on hands, arms, or other exposed parts of the body, not excluded from contacting ingredients, products, or product zones.	5	
D. Where required, refrigeration facilities not properly cooling and keeping perishable supplies and products at temperatures not exceeding 45° F.	5		J. Plant personnel not instructed in acceptable hygienic practices and proper sanitary rules of food handling.	5	
E. Adequate skids or pallets not used when needed.	3		K. Personnel not prohibited from expectorating, eating or smoking in product areas.	5	
F. Items not stored in an orderly, easily accessible manner in suitable, covered, or closed containers.	3				
TOTAL					
PLANT OPERATIONS ARE CONSIDERED TO BE INSANITARY IF ONE OR MORE CRITICAL DEFECTS ARE FOUND OR IF THE PLANT RECEIVES AN SIR SCORE OF 76 OR HIGHER					
REMARKS					
SIGNATURE OF INSPECTOR					DATE

FORM FGIS 952 (Reverse)

ATTACHMENT 3
SANITATION INSPECTION HANDBOOK
CHAPTER 4
SANITATION INSPECTIONS
3/28/97

**SANITATION INSPECTION REPORT
(BEANS, PEAS, AND LENTILS)**

SANITARY INSPECTION OF (Name and Address of Plant)			INSPECTOR		
			DATE INSPECTED		
PLANT OWNED BY (Company or Individual)			INSPECTOR ACCOMPANIED BY (Name and Title)		
SANITARY DEFECTS	Assigned Defect Points	Insp'r's Defect Points	SANITARY DEFECTS	Assigned Defect Points	Insp'r's Defect Points
I. PREMISES			VI. WATER SUPPLY		
A. Outside premises not well drained.	3		A. Lack of satisfactory evidence that the water supply is potable.	Critical	
B. Outside premises not free of weeds, clutter, unused equipment, or other materials.	3		B. Presence of a cross-connection between water lines and sewage system (not allowed).	Critical	
C. Waste not properly stored or contained.	3		VII. DISPOSAL OF WASTES		
			A. Garbage, trash, and dry waste material, inside or outside the building, not satisfactorily contained.	4	
D. Outside premises not free of harborage or breeding places for insects, rodents, birds, or other animals.	4		B. Waste is not disposed of frequently enough to prevent unsightliness or undesirable odors.	4	
II. RAW MATERIALS			VIII. TOILET, HAND-WASHING, AND DRESSING ROOM FACILITIES		
A. Beans, peas, and lentils not handled in a sanitary manner that would prevent adulteration.	Critical		A. Toilet facilities not provided for each sex.	3	
III. CONSTRUCTION OF BUILDING			B. Toilets and urinals not water-flushed.	3	
A. Plant construction does not exclude probable entrance of insects, rodents, birds, or other animals.	3		C. Toilet room(s) not equipped with self-closing doors.	3	
B. Walls, partitions, ceilings, and exposed structural supports in poor repair.	3		D. Toilet room(s) open directly into a processing or food storage room where food is exposed.	Critical	
C. Floors not smooth and readily cleanable or impervious under normal usage.	3		E. Cold and hot, warm, or tepid water not provided at wash basins.	3	
D. Floors that frequently get wet, not constructed to prevent pooling, or are not kept dry.	3		F. Hand cleaner and towels not provided at or near each basin.	3	
E. Exposed, unprotected overhead sewer lines present in product area.	Critical		G. Adequate hand-washing signs not posted.	3	
F. Walls not sealed at juncture with floor.	3		H. Adequate dry waste receptacles not provided.	3	
G. Walls and ceilings not free of flaked paint, nor in good repair.	3		I. Toilet facilities not working.	5	
H. Windows not intact.	3		J. Toilet and locker room not satisfactorily ventilated.	4	
I. Entrance ways to production rooms not equipped with self-closing doors nor provided with other effective means to prevent entrance of vermin.	3		K. Toilet and dressing rooms not kept in a clean orderly condition.	5	
J. Screen doors, where present, not self-closing.	3		IX. CONSTRUCTION AND REPAIR OF EQUIPMENT		
IV. LIGHTING			A. Adequate space not allowed around equipment for cleaning and inspection purposes.	4	
A. Production rooms not adequately lighted (20-foot candles).	3		B. Equipment not designed to protect the product zone against contamination or extraneous materials.	5	
B. Places where detailed inspection of the product or ingredients is required not adequately lighted (50-foot candles).	4		C. Equipment not free of parts or areas inaccessible for cleaning and sanitary inspection.	4	
C. Places where detailed inspection of the processes or operations is required not adequately lighted (50-foot candles).	4		X. CLEANING AND SANITIZING TREATMENT		
D. Storage areas not adequately lighted (20-foot candles).	3		A. Equipment not cleaned at frequencies necessary to prevent contamination of the product.	Critical	
E. Toilets and dressing rooms not adequately lighted (20-foot candles).	3		XI. CONTROL OF INSECTS AND ANIMALS		
F. Protective shields for lights not present in areas where essential to protect the product during production.	5		A. Presence or evidence of any rodents in plant.	5	
V. VENTILATION			B. Presence of any birds or any other animals including domestic types in the plant.	5	
A. Plant not reasonably free of undesirable odors.	3		C. Presence of live insects in processing or product storage areas (two or more).	Critical	
B. Evidence or presence of excessive condensate on walls, ceilings, equipment, or pipeline.	4		D. Presence of dead insects in processing equipment (two or more).	Critical	
C. Windows opening to the outside not screened with 14-mesh or finer screen (during presence of flies or other flying insects).	3		E. Presence of live or dead insects in more than minimal number in other areas (three or more).	5	
D. Exhaust fans not screened or equipped with self-closing louvers.	3		F. Rodenticides, insecticides, and other control or eradication material including applicatory equipment not used in a safe acceptable manner.	Critical	

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SANITARY DEFECTS	Assigned Defect Points	Insp'r's Defect Points	SANITARY DEFECTS	Assigned Defect Points	Insp'r's Defect Points
XI. CONTROL OF INSECTS AND ANIMALS (Cont.)			XII. PERSONNEL (Cont.)		
G. Evidence that effective pest control not exercised where needed.	3		F. Failure of employees to be hygienically clean; fingernails not kept clean and trimmed.	4	
XII. PERSONNEL			G. Employees affected with or a carrier of a communicable or infectious disease not excluded from product areas.	Critical	
A. Employees not wearing garments suitable for work being performed.	4		H. Plant employees having an infectious wound, sore, or lesion on hands, arms, or other exposed parts of the body, not excluded from contacting ingredients, products, or product zone.	5	
B. Personnel in contact with unwrapped product or ingredients not using proper headwear including protection from facial hair.	4		I. Plant personnel not instructed in acceptable hygienic practices and proper sanitary rules of food handling.	5	
C. Gloves, if worn, not kept in a sanitary condition.	3		J. Personnel not prohibited from expectorating, eating, or smoking in product areas.	5	
D. Storage of employees personal effects in production rooms.	3				
E. Employees not washing hands after contamination.	Critical				
TOTAL					
PLANT OPERATIONS ARE CONSIDERED TO BE INSANITARY IF ONE OR MORE CRITICAL DEFECTS ARE FOUND OR IF THE PLANT RECEIVES AN SIR SCORE OF 46 OR HIGHER.					
SIGNATURE OF INSPECTOR				DATE	

FORM FGIS 952-1 (Reverse)

ATTACHMENT 4
 SANITATION INSPECTION HANDBOOK
 CHAPTER 4
 SANITATION INSPECTIONS
 3/28/97

SANITATION INSPECTION REPORT (OVERPACKER)					
SANITARY INSPECTION OF (Name and Address of Plant)			PHONE NO. OF PLANT		
			INSPECTOR		
			DATE INSPECTED		
PLANT OWNED BY (Company or Individual)			INSPECTOR ACCOMPANIED BY (Name and Title)		
GENERAL TYPES OF ITEMS INSPECTED					
SANITARY DEFECTS			SANITARY DEFECTS		
I. PACKING MATERIALS			IV. TOILET AND HAND-WASHING FACILITIES (Cont.)		
A. Not free from adulteration.	Critical		D. Absence of hot or cold water, soap, or hand-drying facilities.	5	
B. Shows evidence of insanitary conditions or deterioration.	5		E. Toilet rooms not properly vented to the outside.	5	
C. Not stored under sanitary conditions.	5				
II. LIGHTING			V. CONTROL OF INSECTS, BIRDS, AND ANIMALS		
A. Insufficient lighting in areas where inspection and examination are performed (50-food candles).	4		A. Rodent harborages or insect-breeding places present.	4	
III. DISPOSAL OF WASTES			B. Insects, birds, or animals present in plant.	5	
A. Floor drains not functional nor properly trapped.	3		C. Insecticides or rodenticides are handled so as to contaminate the product.	Critical	
B. Dry wastes not collected in suitable containers conveniently located throughout the plant.	3		VI. STORAGE FACILITIES		
C. All waste not collected and disposed of at frequent intervals nor in a sanitary condition.	4		A. Storing methods do not minimize deterioration nor contamination.	5	
IV. TOILET AND HAND-WASHING FACILITIES			B. Storage facilities not clean, sanitary, nor in good repair.	3	
A. Toilet room opens directly into packing or storage area.	5		C. Shelves, cabinets, or dunnage not used where necessary to prevent contamination or deterioration.	5	
B. Doors not self-closing and tight fitting.	3				
C. Absence of sign directing employees to wash hands.	3				

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SANITARY DEFECTS			SANITARY DEFECTS		
VII. PERSONNEL A. Not free of communicable nor infectious disease.	Critical		VII. PERSONNEL (Cont.) B. Not free of infected cuts, open sores, or other lesions on exposed parts of the body.	Critical	
TOTAL					
PLANT OPERATIONS ARE CONSIDERED TO BE INSANITARY IF ONE OR MORE CRITICAL DEFECTS ARE FOUND OR IF THE PLANT RECEIVES AN SIR SCORE OF 21 OR HIGHER.					
REMARKS					
SIGNATURE OF INSPECTOR				DATE	

FORM FGIS 952-2 (Reverse)